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10 September 1970

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT : Agency Microform Planning Comments

1. I feel it is Records Management's function to Administer the microform program. In turn we should be able to ask Printing Services Division for technical advice when necessary. The Records people should develop systems to be used and evaluate the effects on the present systems.

2. In the current file area our biggest problem is adding to the file, we have to have a better way to do the job.

3. PSD's is just looking at their side when "in the writer's opinion, there is no reason for further delay in dealing with the problem of storage of inactive files."

4. Each record series and non-record groups of files must be evaluated on its own merits. A microfilm survey should bring these records into focus.

5. I feel a great deal can be accomplished in the DDS at the time the SIPS Projects are completed. A great number of paper machine listings that go to the Records presently will be put on microfilm for storage at the Records Center thru the computer output microfilm method.

6. I feel as the COM method is developed in the Agency, many of the computer tapes that are stored in the Records Center can be microfilmed. At the time it is necessary to retrieve this information it could be processed back into the system through the optical character reading (OCR) method. Our computer "Experts" must, if they haven't already, start thinking of the records storage problem. 25X1A


DDS Records Administration Officer

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GROUP 1
Excluded from automatic
downgrading and
declassification

STATINTL

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Mr. [REDACTED]				
2	Printing Services Division				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: Jim: I enjoyed your article very much and will do all I can to help get it printed in the Support Bulletin. I have gone through your draft as you requested and have made a few editing and sanitization changes for overseas which are reflected in the attached rewrite. I also corrected a few factual errors on your page six. This necessitated a rewrite of the first three sentences on page six. This is the only portion of the entire article to which I must take serious exception. The other portions of your article are interestingly presented and should delight (over)					
TO HERE TO RETURN TO SENDER					
NAME, ADDRESS AND PHONE NO.				DATE	
[REDACTED] Chief RAB				2 Oct.	
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STATINTL

FORM NO.
1-67

237

Use previous editions

(40)

the publications editor. Good luck, call me if I can help.

I just received Mr. [REDACTED] notes on his his copy of "The Space Race" and I see he asks that on page one you clarify "OW" and "OM"; on page 5 in lines 4 and 5 about the "58 micro-film systems" he says "Not correct. Needs change to conform with what we told DDS;" and on page 6 lines 8 thru 13 which states it was determined that microfilming costs less than 6 years of storage, he says "I question this. I'm not convinced."

STATINTL

I understand that Mr. [REDACTED] leaned your copy of the PPB evaluation in which they do not agree with your cost estimates. I would like to have those PPB comments back after you read them.

STATINTL

[REDACTED]
5 Oct 70

SECRET

4 March 1970

Mr. [REDACTED]

Mr. Blake wrote about the 660 pieces of equipment costing seven million dollars for 58 microfilm systems. The DDS repeated that to the DCI. That is the broad brush of the status of our microforms. I see a little more in the Survey and the scope of our Microfilm Problems.

First I examined the report on Microfilm Equipment:

CAMERAS:

11 Rotary	(PSD, NPIC, CRS, FI, RID, CABLE)
23 Planetary	(PSD, NPIC, CRS, [REDACTED] TSD, FI, RID) STATSPEC
18 Special	(PSD, COMMO, NPIC, CRS, TSD, RID)

READERS:

57 READERS
 (31 REEL, 19 FICHE, 7 AP-CARD)

321 WALNUT READERS
 (182 ISSUED, 139 IN SUPPLY)

66 READER-PRINTERS
 (52 REEL, 6 FICHE, 7 AP-CARD)

33 SPECIAL FILM PRINTERS
 (12 PSD, 11 CRS, 9 RID, 1 NPIC)

5 MINICARD READERS

PROCESSING EQUIPMENT:

11 PROCESSORS	(PSD, CRS, NPIC)
14 DUPLICATORS	(PSD, NPIC, CRS, TSD, RID)
4 JACKET INSERTERS	(NPIC, CRS, RID)
4 APERTURE CARD MOUNTERS	(Commo, NPIC, CRS)
18 SPECIAL MINICARD EQT.	(NPIC)

Although these totals are reported and charted in the Survey with a few inconsistencies (78 are not charted) and the Board members believe some components did not report, I feel the totals are reliable enough to provide an indication of the major areas of microfilm developments in the Agency. There are more than 35 components not on the charts -- the Board members are double checking the microfilm status in those areas.

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For example, the Survey generally shows:

- a. Filming is done primarily by the Printing Services Division with 13 cameras while far to the rear come CRS, TSD, and RID (with 7 cameras each). They are followed by NPIC (6), FI (4), Cable Secretariat (2), Commo (1), and [REDACTED] (1). Four more STATSPEC cameras are in Supply.
- b. Readers and Reader printers total 123 units and are found in 30 components. Naturally NPIC has 6 specialized minicard readers and DDP has 182 walnut card readers with another 139 available in Supply. Similarly the other specialized equipment is right where the experts are and reflect well entrenched systems in CRS and RID plus support ability in Printing Services.
- c. Likewise, Processing equipment for support or special systems is in Printing Services (4 units), NPIC (4), and CRS (2). The special systems in PSD, NPIC, CRS, TSD, and RID have equipment to help expedite the filing of the film after PSD processes it and includes duplicators, aperture mounters, and jacket inserters.

So far I find the systems to be basic microforms with only the storage and retrieval devices in walnut and NPIC being large and expensive in every way (men, equipment, material, procedures, and maintenance). Since no one in the Agency can say anything to either one, there is no sense in our worrying about them. The remaining components are as normal as blue berry pie and use film, fiche, or aperture cards with simple equipment to convert and use the material.

Secondly I examined the 58 Systems reported. Again the charts and report were inconsistent but to no great degree. Without too much concern for details, my review found these areas of interest:

STORAGE REQUIREMENTS

<u>TYPE</u> <u>MEDIA</u>	<u>VOLUME</u> <u>HQ</u>	<u>VOLUME</u> <u>REC. CTR.</u>	<u>ANNUAL</u> <u>GROWTH</u>
Reels	8,000	26,000	962
Cartridge	1,000	150	183
Fiche	17,000	1,800	13,000
Cells	700		78
Aperture Cards	4.4 Mill.	2.4 Mill.	485,000
Chips	4.6 Mill.	30,000	172,000

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SECRETOUTPUT VOLUMES ANNUALLY

Hard Copy -- 529,000 pages
 Microforms -- 160,000 cards, 21,000 fiche,
 810 cartridges, 125 reels

SYSTEM OBJECTIVES

<u>Save Space</u>	<u>Vital Records</u>	<u>Preserve File</u>	<u>Distribution Copies</u>	<u>Office Operations</u>	<u>Work Copies</u>	<u>Other ?</u>
34	25	4	17	10	22	2

MICROFORM USE

42 User uses film of system
 8 User receives film from others
 23 User receives hard copy from film

In Annex B of Attachment 2 we find a 9-page review of the Survey by Printing Services. This touches all the system points and questions surveyed and presents them in the sequence of the original questionnaire:

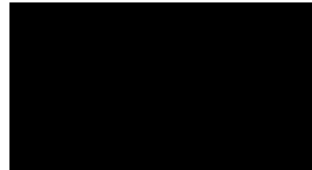
Systems in Being
 Status of Systems
 Purpose of Systems
 Reduction Ratios Used
 Type of Microform Used
 Type of Film Used
 File System
 Microfilm Production
 File Sizes in Hq. and Storage
 Annual Growth of File
 Use of System
 Annual Output of System

I find the Survey an excellent first cut at a ten-million-dollar Agency problem which I think will more than triple in five years. My staff of three professionals can handle it without any trouble, but then who will handle our twenty-million-dollar Agency records problems? That is why I have studied the Survey with interest but with no more worry than I give to nuclear warfare -- unless the policy makers care, I can't. I reproduced the report and gave it to each Board member and

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SECRET

the Records Center with instructions for each to check the accuracy of his area of responsibility and to develop recommendations for DDS action. They are to respond to me by 23 March. If Mr. [REDACTED] is assigned to the Board this area will be his for analysis. 25X1A



25X1A

CIA Records Administration Officer

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